

# **College of The Albemarle**



**Student  
Handbook  
1976 - 77**



**College of The Albemarle**  
**Elizabeth City, North Carolina**

**STUDENT HANDBOOK**

**1976 - 1977**



We are known as the "Dolphins"

Our colors are blue and white

Student's Name \_\_\_\_\_

Student's Address \_\_\_\_\_

## FOREWORD

This student handbook is published in an attempt to provide all students of the College of The Albemarle with information on rules regulations, services, and facilities of the College. Keep this book with you and use it often since **you are responsible for knowing and observing all regulations contained herein.** Liberal references to it will be an aid to your adjustment and progress during your stay at the College of The Albemarle.

## TABLE OF CONTENTS

Administrative Officers of the College .....	1
Counseling and Student Services Staff .....	2
Student Senate Executive Council .....	3
Student Club Advisors .....	4
Academic Information .....	5
How to Compute Your Grade Point Average .....	8
General College Regulations .....	13
Disciplinary Procedures .....	13
Social Regulations .....	15
Student Parking .....	17
Emergency Procedures .....	20
College Services and Facilities .....	21
Library Facilities .....	22
Student Organizations .....	27
Constitution of Student Senate .....	31
Index .....	41

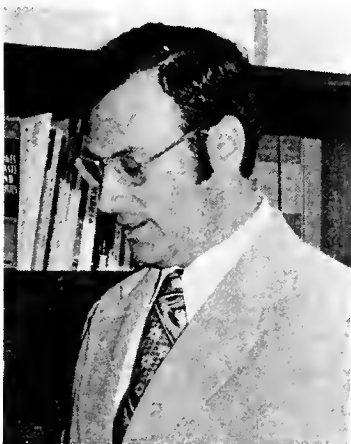
Meet the Administrative Officers of the College:



Dr. J. Parker Chesson, Jr.  
President  
(Office: Rm. 244, Main Bldg.)



Mr. Henry J. Burness  
Business Manager  
(Office: Rm. 241, Main Bldg.)



Mr. Norman L. Norfleet  
Dean of Instruction  
(Office: Rm. 242, Main Bldg.)



Mr. G. John Simmons, Jr.  
Dean of Student Services  
Counselor  
(Office: Rm. 135-F, Main Bldg.)

And the Counseling and Student Services Staff:



Mr. W. Charles Francis  
Director of Admissions & Testing  
Counselor  
(Office: Rm. 135-B, Main Bldg.)



Mrs. Peggy M. Harris  
Director of Student Financial Aid  
(Office: Rm. 135-C, Main Bldg.)



Mr. G. Curtis Newby  
Director of Disadvantaged & Handicapped Program  
Counselor  
(Office: Rm. 152, Tec Center)



Mrs. Elizabeth W. Fuller  
Registrar  
(Office: Rm. 135-E, Main Bldg.)



Mr. Donald L. Boyette  
Director of Placement & Alumni Affairs  
Counselor  
(Office: Rm. 152, Tec Center)



STUDENT SENATE  
EXECUTIVE COUNCIL OFFICERS  
1976 - 1977

First row from left:

Keith James, President; Darlene Handy, Historian; and Cam Poston, Secretary

Second row from left:

Ricky Cutrell, Sergeant-at-Arms; Steve Clark, Parliamentarian; Tina Swindell, Treasurer; and Wynn Gurkin, Vice President



## STUDENT CLUBS AND PUBLICATIONS

### WITH ADVISORS

<b>Argus</b> .....	Mr. James Bridges
<b>Beacon</b> .....	Mr. George McKecuen
Cheerleaders.....	Miss Kay Patterson
Chorale.....	Mrs. Anna Bair
Circle K Club.....	Mr. Julian Aydlett, Jr.
Cosmetology Club .....	Mrs. Vazelle Jessup
French Club .....	Mrs. Patsy Sanders
Freshman ADN .....	Mrs. Wilma Harris
<b>Old Salt</b> .....	Mr. William Hasket Mr. Robert Stephens
Phi Beta Lambda .....	Mr. Nelson White
Phi Theta Kappa.....	Mr. Ronald Riccardo
PNE Club .... ..	Mrs. Wilma Harris
Satyrs.....	Mrs. Lucy Vaughan
Spanish Club.....	Mrs. Patsy Sanders
Tec Club .....	Mr. Gerhardt Wesner
Varsity Club . . . . .	Dr. William Sterritt

## ACADEMIC INFORMATION

### Assignment of Counselors

Each student is assigned a Student Services Counselor. It is the responsibility of the Counselor to assist the student to identify an appropriate program of study and to implement the program once the student has enrolled. Such factors as the student's interests, goals and objectives, abilities and aptitudes, and academic preparedness are taken into consideration in determining a student's program of study and course placement. Once the student's educational program is selected, the counselor continues to work with the student throughout his stay at COA to help facilitate the accomplishment of his educational objectives. The counselors are also available for personal-social counseling if students desire to take advantage of this service.

Since the College offers college transfer education, many students frequent the counselors' offices to discuss transfer admissions requirements to senior institutions. Although the counseling staff assumes the responsibility to be cognizant of transfer admission requirements, **in the final analysis it is the direct responsibility of the student to contact the senior college or university to ascertain requirements for transfer thus verifying the information obtained from the Student Services Counselor.**

### Faculty Advisement

Although no formal faculty advisement system exists at the College, students are encouraged to seek the advice and counsel of faculty, particularly when questions arise that are within the realm of training and expertise of respective faculty.

## Class Attendance

College of The Albemarle regards regular class attendance to be an essential feature of the educational program. Class lectures, demonstrations, discussions, and other experiences are vital ingredients of the educational process which can hardly be compensated for in out-of-class make-up work. Students who miss more than 10 percent of the classes in a course may be disenrolled from that course if such absences are unexcused. Excused absences include school-related activities which have been approved by the instructor, illness on the part of the student, or serious family problems requiring the student's attention. To qualify for excused status, however **verification** such as a physician's statement may be required. Students who become ill, or are otherwise prevented from attending classes, should inform their instructors at the earliest opportunity. Failure to do so may result in disenrollment from the course. Students **will** be disenrolled from courses in which they have accumulated five **consecutive** excused or unexcused absences.

## Schedule Changes

At the beginning of each quarter there is a scheduled period in which students may drop and add courses. The time limit for these changes is published in the academic calendar which appears in the front of the College catalog. Those students wishing to change their schedule should consult their assigned Student Services Counselor, or in the counselor's absence, the Dean of Student Services. However, it should be noted that students are advised to exercise good judgement and concern when registering or pre-registering with their counselor in order that a class schedule can be devised in which no changes will be needed for the duration of the entire quarter.

**If the counselor agrees that a change is in order, the application form, called a Registration Change Notice, is completed by the counselor, signed by him, the instructor of the course involved, and the student. In addition, all financial aid students must have Registration Change Notices approved by the Director of Student Financial Aid. Finally, all such changes must be approved by the Registrar and validated by the Cashier.**

A student may drop a course during the late registration period without receiving a grade by following the above procedure. A student who withdraws prior to the published "last day to withdraw without penalty" will receive the grade "W". After the published "last day to withdraw without penalty", a student doing satisfactory work who withdraws because of medical or emergency circumstances with the approval of the instructor

and the Dean of Student Services, will receive the grade "W". All other late withdrawals will result in a grade of "F" or "W", to be determined by the instructor.

**Auditing Courses**

Students who wish to audit courses must do so at the time of registration. Auditors receive no credit but are expected **to attend classes regularly** and participate in class discussions. They are encouraged to do all work expected of regularly enrolled students, including: homework, projects, quizzes, exams, etc. Auditors will be charged the same fees as students taking courses for credit and are responsible for observing the same regulations concerning attendance and behavior as students registered for credit.

**Withdrawal From College**

A student who withdraws from the College must confer with his Student Services Counselor and complete the appropriate withdrawal form. **If the student is a financial aid recipient, he must also confer with the Director of Student Financial Aid.** All withdrawal forms must bear the signature of the College Librarian and must be validated by the Cashier. Should the student be unable to confer in person with his counselor, he should promptly advise the Dean of Student Services in writing of his decision to withdraw and state the reason for discontinuing attendance. Any student leaving the College without following the official procedure will automatically receive the grade of "F" in all courses and will forfeit any refund of tuition to which he might otherwise be entitled.

**System of Grading**

At the end of each quarter, students will receive Grade Reports for each course taken. (Grade Reports for the summer minimesters are mailed at the end of the summer quarter.) The system of grading is as follows:

QUALITY POINTS		
GRADE	INTERPRETATION	PER QUARTER HOUR
A	Superior	4
B	Good	3
C	Average	2
D	Poor, but passing	1
F	Failure	0

I Incomplete--a deficiency in the quantity of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes the Summer Quarter).

W Voluntary withdrawal by the student for unavoidable reasons as determined by the Office of Student Services or administrative disenrollment by the instructor. Student Services Counselors may assign grades of "W" until the end of the fifth week following the first day of classes for any quarter. Thereafter, instructors assign **all grades**.

AUDIT Will be interpreted as a statement of intent to officially audit the course at the time of registration.

A few courses offered by the College are graded on a satisfactory (S), unsatisfactory (U) basis. These courses are so indicated in their course descriptions.

### How Quality Points Are Computed

Study this example: English 101, "C"; Biology 101, "C"; Math 121, "F"; History 101, "D"; Physical Education 104, "A". The quality point average is computed in the following manner:

Course	Grade	Quarter Hours	Quality Points •				Totals	
ENG 101	C	3	X	2	=		6	
BIO 101	C	4	X	2	=		8	
MAT 121	F	3	X	0	=		0	
HIS 101	D	3	X	1	=		3	
PED 104	A	1	X	4	=		4	add
		14					21	

1.5 = Quality Point Average

Divide: 14  $\overline{) 21.00}$

$$\begin{array}{r}
 14 \overline{) 21.00} \\
 \underline{14} \phantom{00} \\
 70 \phantom{0} \\
 \underline{70} \phantom{0} \\
 0
 \end{array}$$

The 1.5 is equivalent to a "D" average at College of The Albemarle. However, one should note that a 2.0 or "C" average is required 1) to graduate from COA, and 2) to transfer to a senior institution. In addition, it must be understood that earning final grades of "D" and "F" on courses with other grades of "C" will eventually result in a student being placed on Academic Alert, Conditional Status, and/or suspended. See "Policy for Encouraging Academic Progress" in the section which follows.

Note: At the present time vocational students do not earn quality points in the above manner. Vocational students should consult page 80 of the 1975-77 catalog for probation and suspension regulations.

### **Policy For Encouraging Academic Progress**

This policy for encouraging academic progress has three goals: (1) prevention of failure, (2) remediation, and (3) as a last resort, exclusion from a program or the College.

To impress students with the necessity of maintaining a good academic record, the College defines three categories of students.

#### **(1) Academic Alert**

This is a non-punitive category with the purpose of alerting the student, the counselor, and the teacher to potential academic problems. Academic alert means that the student will be notified of his status and will be required to report to the office of Student Services. A counselor will attempt to identify the causes of poor academic performance, suggest ways to improve, and may suggest alternative programs for which the student is better qualified.

A student will be placed on Academic Alert for any one of the following reasons:

- A. making less than a 2.00 Q.P.A. for any one quarter.
- B. having a low academic record in high school or at another college.
- C. making a low C.G.P. score.

#### **(2) Conditional Status**

A student will be placed on Conditional Status if he fails to meet the requirements of the scale for determining satisfactory academic progress.

## Scale for Determining Satisfactory Academic Progress

Credit Hours Attempted	Minimum Q.P.A.
0-16	1.25
17-32	1.50
33-48	1.75
49-64	1.90
65 and above	2.00

A student on Conditional Status may enroll for a maximum of 12 credit hours. In addition, the student must fulfill these conditions: a combination of enrollment and participation in Group Counseling (PSY 98), regular attendance in appropriate Skills Labs for specific subjects and/or study in the Individualized Instruction Center, totalling at least 3 hours per week.

Notice: All persons receiving educational assistance under the G.I. Bill, VA regulations allow only one term on Conditional Status. Failure to meet minimum standards will result in cancellation of enrollment certification at the end of the first term on Conditional Status.

Notice: The status of a student transferring to COA will be determined by computing the Q.P.A. on all hours attempted at other colleges. Following the first quarter at COA, the status will be determined by considering only hours attempted at COA.

Notice: Students transferring from COA should be aware that the receiving institution **may** include all college work ever attempted in computing Q.P.A.

### (3) Academic Suspension

Students who are unable to meet the requirements of the Academic Progress Scale after two consecutive quarters of Conditional Status will be academically suspended (or directed to a more appropriate program offered by the College). Any student who fails to fulfill the conditions set forth under Conditional Status will be immediately suspended.

## **Right of Appeal**

If a student wishes to appeal his suspension, he must submit a written appeal to the Chairman of the Academic Appeals Committee. (The Academic Appeals Committee consists of the Faculty Executive Committee and the Dean of Instruction and the Dean of Student Services, all being voting members. The Chairman of the Faculty Executive Committee will chair this committee.) Students who are reinstated (either by successful appeal or after one quarter of suspension) must meet the requirements of the Academic Progress Scale within one quarter.

Notice:                   The Academic Progress Scale does not apply to summer school. Summer school performance will be counted only in the cumulative totals for the quarter(s) following.

## **Veterans Affairs**

Veterans are invited to take advantage of the student services and educational programs offered by the College. College of The Albemarle cooperates with the Veterans Administration (VA) and the North Carolina Department of Veterans Affairs in assisting veterans and dependents of disabled or deceased veterans. For information and application forms students should contact the local Veterans Affairs offices. In Elizabeth City, the address of the North Carolina Department of Veterans Affairs is 203 West Ehringhaus Street.

All regular curriculum courses listed in the catalog are approved for veterans training, as well as the Adult High School Completion Program and certain other programs in the Continuing Education Department. For information concerning approved courses, please contact the Registrar.

All veterans and/or dependents are urged to contact local VA offices or the North Carolina Department of Veterans Affairs offices as least one month prior to enrollment at College of The Albemarle, and further to contact the Registrar for general information concerning VA educational benefits at the time of initial enrollment at the College.

All general regulations contained in this handbook apply to all students. However, there are some special conditions for the enrollment of veterans and/or dependents of veterans:



1. Under laws and/or regulations governing institutions approved for training of veterans and/or dependents of veterans, certain documents must be on file prior to certification of enrollment for educational assistance purposes. NO ELIGIBLE PERSON WILL BE CERTIFIED UNTIL THE FOLLOWING DOCUMENTS ARE IN THE HANDS OF THE CERTIFYING OFFICIAL:
  - a. Application for admission
  - b. High school transcript or its equivalent
  - c. Official transcripts of all previous education or training
2. Changing Curriculum. Any deviation from the approved course listed on the Certificate of Eligibility constitutes a change of program. A Request for Change of Program (VA Form 21E-1995) must be filed with the VA at the beginning of the quarter in which the change is anticipated.
3. Address Change. The VA must be notified of any change of address to which assistance checks are mailed. Forms for this purpose are available from the Registrar's Office.
4. Auditing Classes. The VA does not recognize auditing as part of a normal class load. Should a change to audit reduce the course load below the number of hours necessary to be considered a full time student, the Registrar must notify the VA of such change and assistance pay will be adjusted accordingly. Following is a chart for determining student status for payment purposes:

Credit Hours Enrollment (College Transfer and Technical):

12 or more	--	full time
9 - 11	--	3/4 time
6 - 8	--	1/2 time
less than 6	--	tuition only

Clock Hour Enrollment (Vocational Only):

30 or more	--	full time
22 1/2 - 29	--	3/4 time
15 - 22	--	1/2 time
less than 15	--	tuition only

5. Class Attendance. All students are expected to attend all classes. When excessive absences cause disenrollment by the instructor, the Registrar must notify the VA of a reduced course load which, in turn, could affect assistance payments.

COLLEGE OF THE ALBEMARLE RESERVES THE RIGHT TO CANCEL ENROLLMENT CERTIFICATIONS OF ANY VETERANS AND/OR DEPENDENTS OF VETERANS NOT MAKING NORMAL PROGRESS TOWARD THE VETERANS ADMINISTRATION APPROVED EDUCATIONAL OBJECTIVE AS DETERMINED BY APPROPRIATE COLLEGE OFFICIALS.

### **Change of Address**

Each student must be responsible for notifying the Registrar of any change in permanent home address or local address. This is necessary so all mail will reach a student promptly. It may also become necessary for a student to be reached in case of an emergency.

## **GENERAL COLLEGE REGULATIONS**

### **Honor Policy**

Each student of the College of The Albemarle is on his own honor during his relationship with the College. He is expected to abide by the standards and moral code which the College represents.

### **College Disciplinary Committee**

The purpose of this Committee is to hear charges against students accused by any member of the College Community of infractions of rules or regulations applying to student behavior; to judge the guilt or innocence of students so charged; and to decide upon action to be taken against students judged to be guilty of such infractions.

The College Disciplinary Committee shall be composed of all current members of the Faculty Executive Committee, a student representative appointed by the current President of the Student Senate, the Dean of Student Services, and the Dean of Instruction who shall be the Chairman.

The Chairman shall vote only in the event of a tie. The Dean of Student Services, as a representative of the student's interests, will be a non-voting member.

### **Disciplinary Procedures**

Any student, faculty member, or administrator may:

- (1) File a written complaint against the student with the Dean of Instruction and request that the College Disciplinary Committee be convened to consider the complaint. The written charges of the alleged violations shall include the rule(s) or regulation(s) allegedly violated.

- (2) The Dean of Instruction shall distribute copies of the complaint to the Committee members and to the student against whom the complaint is lodged and set the time for the Committee's meeting. The student's copy of the charges and alleged violations shall be handed to the student by the Dean of Instruction or his designee or the copy may be mailed to the student's residence or last known residence.
- (3) The Committee shall be the judge of whether sufficient time has lapsed for the accused to prepare his defense.
- (4) If the student fails to appear at a scheduled hearing and offers no reasonable excuse, the student will be suspended from the College for one quarter. If the student is unable to appear at a scheduled hearing for a logical reason, another hearing date will be set. The student will direct the excuse to the Dean of Instruction.
- (5) No member of the Disciplinary Committee who has an interest in the case shall sit in judgement. The temporary replacement shall be appointed by the Dean of Instruction except in the event of replacement of the Student Senate representative, whose replacement shall be appointed by the President of the Student Senate.
- (6) At the hearing, the Dean of Instruction shall preside. The Dean of Student Services shall present any information relevant to the situation.
- (7) Both the accused and the accuser shall have the right to make statements in extenuation or rebuttal and to call witnesses on their behalf. Both shall also have the right to question witnesses.
- (8) Members of the Committee shall have the right to call other persons to appear, and to question witnesses and the accused.
- (9) Any member of the College faculty or staff, or any student or group of students, may appear only with prior permission of the Committee.
- (10) The Dean of Student Services may make a recommendation to the Committee.
- (11) The Dean of Instruction shall be responsible for keeping a verbatim record of the hearing (e.g., a recording). In addition, he shall prepare three case summaries of the proceedings. One copy of the case summary shall be kept permanently in the office of the Dean of Instruction, another kept in the office of the Dean of Student Services (to be retained in files separate from student's permanent academic

files) and the third shall be for the student. The recording shall be retained by the Dean of Instruction.

The secretary to the Dean of Instruction is authorized to be present at the proceedings for operation of the recorder and to take written minutes for the case summaries.

### **Student Responsibilities, Regulations, and Conduct**

- (1) Admittance to all social events will be by student identification cards.
- (2) No outside guests, other than a student's date, are allowed.
- (3) Dress of students (or their guests) should be appropriate for the occasion according to the school function involved.
- (4) College students are considered to be mature individuals. Their conduct, both in and out of school, is expected to be that of responsible adults in public places. Any and all actions or materials prohibited by federal, state, and city-county law also are prohibited on the COA campus. Common courtesy and cooperation are the basic rules for conduct.
- (5) General misconduct by the student (or his guest) at school functions will subject the student to disciplinary action by the Disciplinary Committee.
- (6) Each student is held responsible for information published in the College **Catalog** and **Student Handbook** and announcements placed on the student bulletin boards.
- (7) Students who negligently lose, damage, destroy, sell, or otherwise dispose of College property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
- (8) Under no condition will alcoholic beverages, narcotics, illicit drugs, hallucinogens, barbiturates, or amphetamines be permitted in or on College property. Anyone known to be under the influence of same is prohibited from entering on College property. Additionally, the introduction, possession, sale, exchange, and/or use thereof is considered grounds for dismissal and possible legal action. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

- (9) Students who engage in such acts as stealing, cheating, gambling, use of profane language, personal combat and possession of firearms or dangerous weapons on College property are liable to disciplinary action.
- (10) Cheating and plagiarism are those processes of utilizing as one's own another's work, words, or ideas. Those processes are not the mark of the competent college student; and students who use them are subject to disciplinary action by the College.
- (11) Personal cleanliness and property cleanliness are important phases of training. Students will be expected to make use of the disposal containers in the halls and in all areas of shops and classrooms
- (12) No students shall possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any College building or vehicle, or other property owned, used, or operated by the College.
- (13) College of The Albemarle honors the right of free discussion and expression. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of others cannot be tolerated. Accordingly, it shall be the policy of the College to deal with such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs

Students interested in campus demonstration information are required to consult with the Dean of Student Services.

- (14) Any student, who with the intent to obstruct or disrupt any normal operation or function of the College, or any of its components, engages, or invites others to engage, in individual or collective conduct which destroys or significantly damages any College property, or which impairs or threatens impairment of the physical well-being of any member of the College community or which because of its violent, forceful, threatening or intimidating nature, or because it restrains freedom of lawful movement, or otherwise prevents any member of the College community from conducting his normal activities within the College, shall be subject to prompt and

appropriate disciplinary action, which may include suspension, expulsion, or dismissal from the College.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting any normal operation or function of the College or any of its components: (1) occupation of any College building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any College building or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any College building or on any College campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any College class or activity or of any lawful meeting or assembly in any College building; (6) blocking normal pedestrian or vehicular traffic on or into any College campus.

## **Student Parking**

Students are allowed to park their automobiles in the following areas:

### **I. Main Campus**

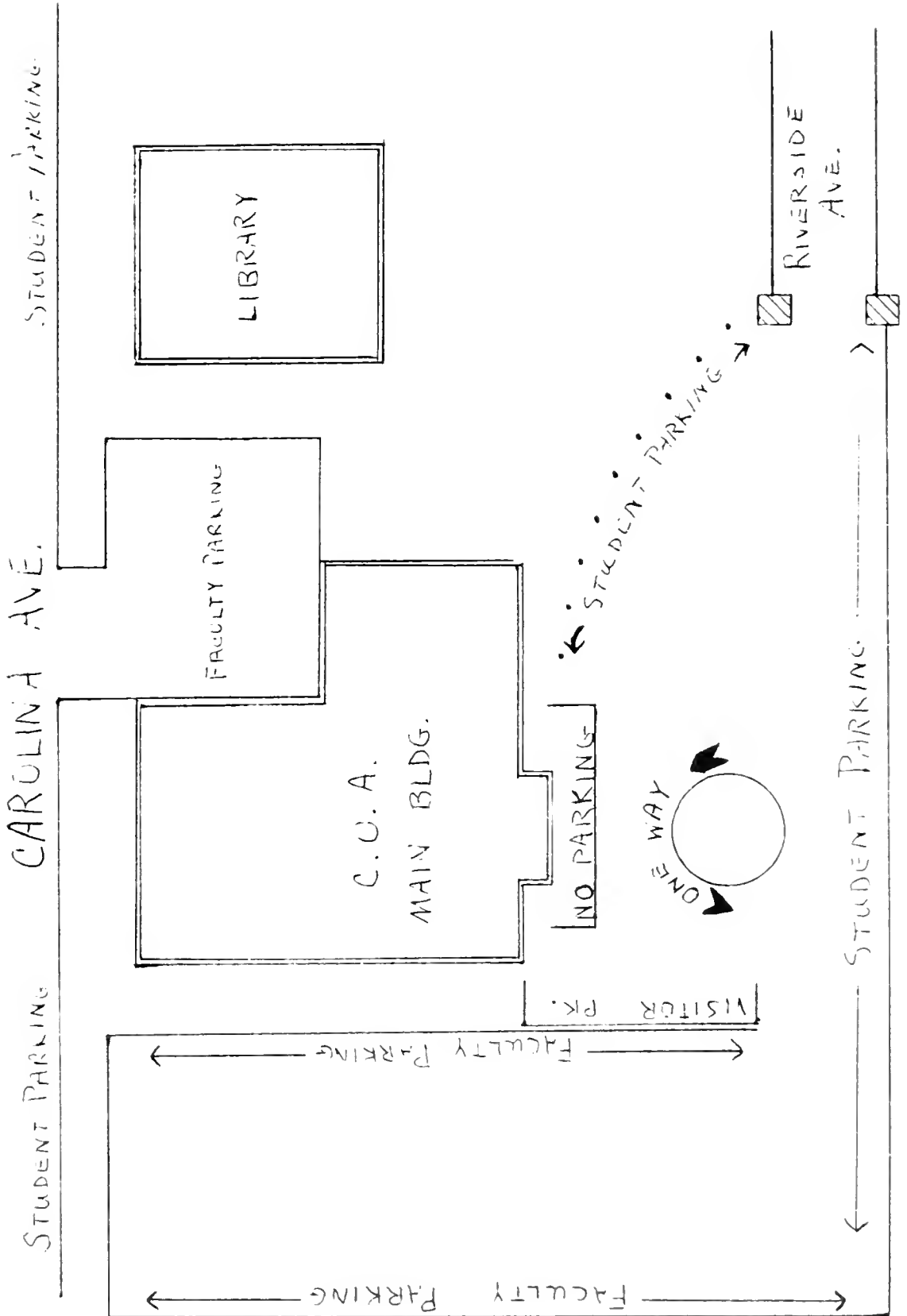
- A. Along Riverside Avenue up to the archway.
- B. In the designated spaces in front of the Main Building around the flagpole circle with the **exception of several visitor spaces on the east side of the circle.**
- C. Along Carolina Avenue in front of Whitehurst Library and the gymnasium with the exception of several faculty spaces at the edge of the water in front of the gym.

### **II. Tec Center Campus**

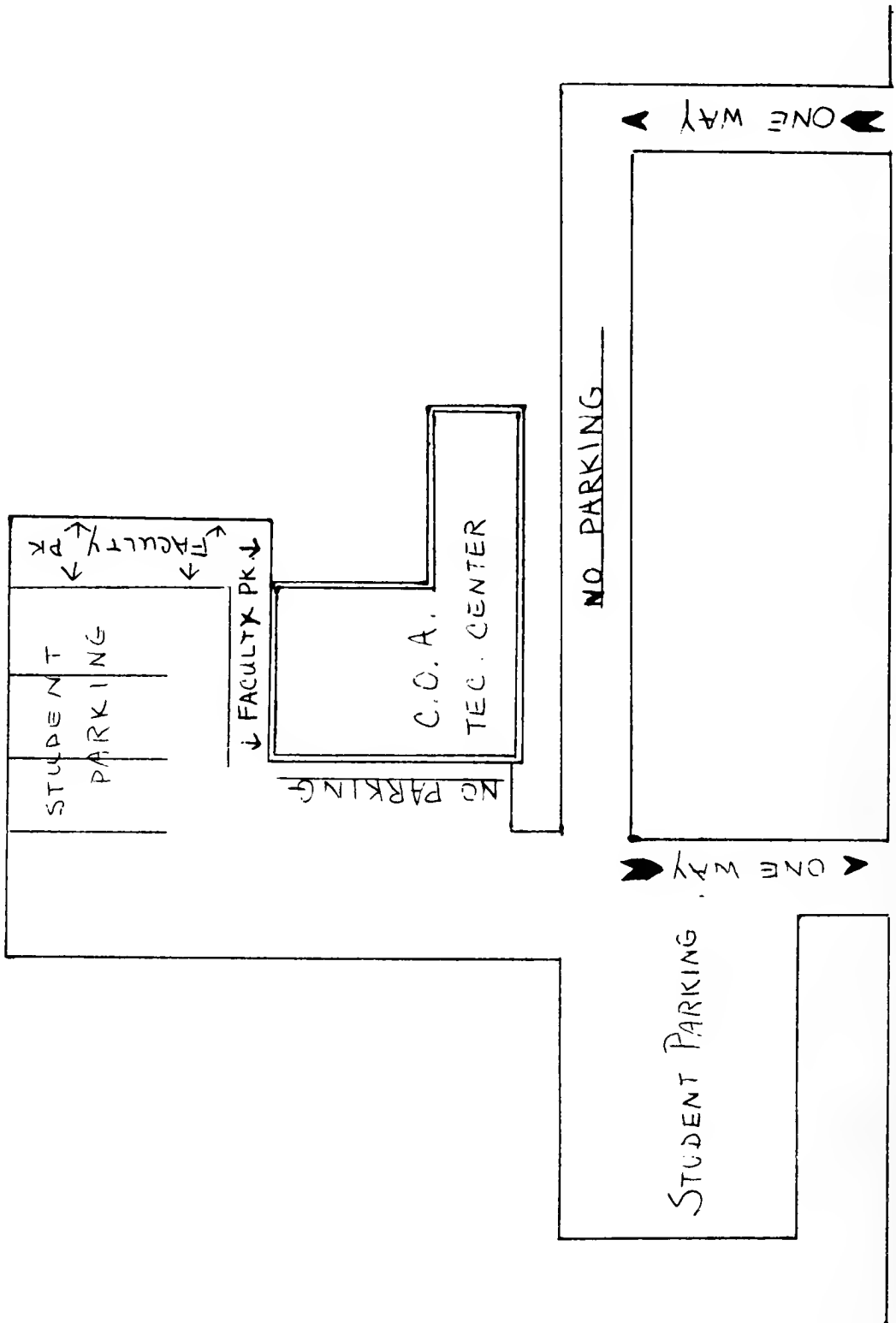
- A. In the left front (as one is facing the building) parking lot designated "Student Parking" area in the rear of the building.
- B. In the designated "Student Parking" area in the rear of the building.

The above regulations are in effect at all times during both day and evening classes. See the following pages for parking diagrams.

# MAIN CAMPUS PARKING



TEC. CENTER PARKING





## **Financial Obligations**

Students are responsible for payment of all obligations to the Business Office or Library. Anyone with unpaid tuition and fees or unpaid library fines may be excluded from registering and attending classes until such obligations are cleared with the appropriate office. No transcript request will be honored for any student with an unpaid Business Office or Library account.

## **Smoking**

Students may smoke at College of The Albemarle in the halls, outside the building, and in the Dolphin's Den and Tec Rec. Smoking is not allowed in Whitehurst Library nor in the Tec Center Library.

## **Elevators**

The elevators are for use by disabled or handicapped students and for faculty-staff. Other persons should use the stairways.

## **Convocation Attendance**

Attendance is required of all students at convocations unless otherwise stated. Convocations are normally held on Wednesdays from 10:00 to 11:00 a.m. in the gym. Notices will be posted prior to the convocation.

## **Student Activity Fee**

The student activity fee, which shall be recommended by the Student Senate and approved by the College administration, will be collected during registration for fall, winter, and spring quarters. This fee will be used to finance the projects, social events, and other activities of the Student Senate.

## **Student Accident Insurance**

All full-time students may purchase Pilot Life Accident Insurance during the registration period each quarter. The cost is approximately \$3.50 per year. Insured students who receive injuries are reminded that they are responsible for completing appropriate forms available in the Business Office.

## **Emergency Procedures**

- I. Emergency cases occurring during regular day classes should be handled in the following manner:
  - A. Notify the Student Services Office at once (335-0821, Ext. 251). This office will send a representative to the scene of the emergency to determine the appropriate action to be taken.
  - B. If necessary, the Student Services representative will notify the Elizabeth City - Pasquotank County Rescue Squad (338-6764).
  - C. The Student Services representative will accompany the student to the hospital if hospitalization or further medical attention is necessary.
  - D. The Student Services representative accompanying the student will notify the Student Services Office as to the nature, seriousness, diagnosis, and prognosis of the illness or injury in order that the parent, guardian, or spouse of the individual may be notified.
  - E. Spectators should not render help unless qualified or under the supervision of qualified medical personnel. The ill or injured person should not be moved unless absolutely necessary.
  - F. Try to keep the ill or injured party dry and warm. All objects should be moved that may cause further injury.
- II. Emergencies occurring in on-campus evening classes (Adult Education classes included) should be handled in the same manner as that of the regular day classes, with the following exceptions:
  - A. The Evening Director will be notified instead of the Student Services Office.
  - B. The Evening Director will submit a written report describing the incident and how it was handled. This report will be sent to the Dean of Student Services the day following the incident.
- III. Emergencies occurring in off-campus classes under the direction of the Adult Education Division (Project COA classes included) will follow a procedure to be determined by the Director of that division.

## The College Calendar

A College calendar, the Campus **Crier**, is published each week listing the events of the week and announcements of general interest. These bulletins are green in color, and are usually distributed to student and faculty campus mail boxes.

## Bulletin Boards

Following are regulations governing the use of all College bulletin boards:

- (1) The bulletin board in the hall on the second floor of the main building shall be the official bulletin board for the College. This bulletin board is located across from the Cashier's Office window. All official notices should be posted there.
- (2) All notices, posters, etc. to be posted must bear the initials of either the Dean of Student Services for the main campus, one of the Occupational Counselors' initials for the Tec Center campus, or the evening program director's initials for evening program students. The "date posted" and "date to be removed" should be included on each notice by any of the three officials approving the notice.
- (3) One political poster per candidate can be posted on the bulletin boards near the entrance to the Dolphin's Den and on the stairwell bulletin board in the lobby of the Tec Center.
- (4) No posters, official notices, or announcements of any nature are to be allowed or displayed **anywhere on the College campus other than on bulletin boards.**
- (5) It is the duty of all students to read the announcements on the bulletin boards for information as they will be responsible for any announcements that are posted.

## Student Identification Cards

Each student receives a student identification card upon paying his student activity fee. The ID Card will admit full-time students to school functions without admission charge unless otherwise specified. Each student should carry his ID card with him at all times as he will need it to check out library books. The ID card may also be used by a student when needed to establish his identity as a COA student off campus.

## **Social Events**

The social life of College of The Albemarle is aimed to meet the needs and desires of the students. The social events provide opportunities to get to know fellow students and members of the faculty personally.

Several student-oriented activities are planned each year including such events as film festivals, a Dinner Theatre, a Christmas Dance, the May Formal, and many others.

It is the hope and desire of the Student Senate that all students will take part in these activities. Any suggestions will be welcomed by the Senate.

## **Student Lounges**

There are two student lounges, the Dolphin's Den on the main campus, and the Tec Rec at the Technical Center. Students are asked to cooperate in keeping the Dolphin's Den and Tec Rec neat and clean at all times. Food, paper cups, and soft drink bottles are not to be taken to corridors, classrooms, or the libraries. Abuse of student lounge facilities or privileges will necessitate corrective action by the Senate and/or the College administration.

## **The Bookstore**

The bookstore is located near the Dolphin's Den on the ground floor of the main building. Hours are posted nearby.

## **Used Bookstore**

Operated by Phi Theta Kappa Honor Fraternity, the Used Bookstore is located on the third floor and is open during the first week of each quarter. Students can both sell and purchase any college textbook at the Used Bookstore.

## **Telephone Calls**

Students having to make telephone calls are asked to use the pay phone in the first floor hallway of the main building or in the Multipurpose Room of the gym on the main campus, or the phone in the lobby of the Technical Center.

Students will not be called from classes except in the case of an emergency.

## **Financial Aid**

The primary aim of COA's financial aid program is to provide assistance to students who without aid will be unable to continue their education. There are four types of financial aid which may be granted to an individual according to need.

(1) Grants

(2) Scholarships

(3) Loans

(4) College Work-Study

To be eligible for financial aid a student must be enrolled or accepted at COA as a full-time student and offer proof of need. After application is made to the Office of Student Financial Aid, each applicant will be considered for all types of aid available.

Additional information can be obtained from the Office of Student Financial Aid, ground floor, main building.

## **Class Rings**

Class rings are available for any regularly enrolled student who has reached sophomore status (42 quarter hours credit) with at least a 1.50 average. A graduate of COA is qualified to order a class ring at any time

The rings, which can be ordered through the Dean of Student Services for all qualified students, require a deposit. All rings will be shipped C.O.D. directly to the student.

## **The President's Service Cup**

The President's Service Cup is awarded by the President of College of The Albemarle at the annual Awards Day Convocation to the graduate who has contributed most in services to the College during his two years of attendance at the College of The Albemarle. Selection of this student is made through the vote of the faculty and administrative staff

## **Use Of The Library**

A Library Handbook has been prepared by the library staff and is available for students in the library.

During the fall, winter, and spring quarters, Whitehurst Library is open each day from 7:45 a.m. to 9:00 p.m., except for Friday when it closes at 4:00 p.m.

Hours observed at the Tec Center Branch Library are 7:45 a.m. to 9:00 p.m., Monday thru Thursday and 7:45 a.m. to 3:00 p.m. on Friday.

During the summer sessions the libraries will be open each day Monday through Friday. Hours are adjusted to fit the needs of the students and faculty and will be posted at the beginning of the summer session.

Books may be borrowed for a period of two weeks. They may be renewed once and special permission may be granted if further renewal is necessary. Books may not be taken from the library without being properly charged to the borrower.

A fine of five cents per day is charged for overdue books.

Reference books and reserved books may not be taken from the library during library hours. Reserved books may be taken out for overnight use after 9:00 p.m. and must be returned before 9:00 a.m. the following school day. A fine of ten cents per hour is charged for overdue reference and reserved books.

A-V materials are checked out for one day. Fines collected for overdue A-V materials are 10 cents per day.

Students are not allowed to eat, drink, or smoke in the library. Students must observe reasonable quiet in the library at all times. Failure to observe library regulations may result in loss of library privileges.

The Library Handbook available in either library provides further information concerning facilities and regulations.

## **STUDENT RECORDS CONFIDENTIALITY AND RELEASE**

College of The Albemarle recognizes the importance of exercising responsibility in the maintenance and security of all student records. In order to meet that responsibility and the requirements of the Family Rights and Privacy Act of 1974, as enacted by Congress, the College makes the following information known:

- I. Types of education records and information which directly relate to students and which are maintained by the College.

- A. **Permanent Student Files:** Transcripts of work at other institutions, health forms or records, recommendation letters, placement test profiles, application and residency forms.

- B. **Transcripts:** Academic record of all courses taken while enrolled at the College.
- II. The official responsible for the maintenance of each type of record, the persons who have access to those records, and the purpose for which they have access:
- A. The Registrar is the individual responsible for the maintenance of student files and transcripts.
  - B. The permanent clerical staff in the Student Services office have access to the files for maintenance purposes.
  - C. The counselors have access to the files for the purpose of academic advisement.
  - D. Members of the Academic Suspension Appeals Committee when a case comes before that Committee.
  - E. Other authorized committees whenever the nature of their responsibility requires access to student records (e.g., determining awards at graduation, etc.).
- III. The policy of the College for reviewing, maintaining, and expunging records
- A. As a matter of policy the institution destroys all student records except the official transcript five (5) years after the student leaves the College.
  - B. Parents and legal guardians of independent students 18 years of age or older do not have a right to view student records, grades, test scores, etc. unless written consent of the student is received. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954 may review student records **without** the written consent of the student.
  - C. Requests for student transcripts will not be honored as long as the student has any outstanding debt to the College.
  - D. Official transcripts and placement files will be forwarded **only upon the written request of the student.**
  - E. Whenever it is requested that grades or records of students be released to faculty or to any agency, written permission must be obtained from the student except as outlined in II preceding. Forms are available in the Registrar's office for this purpose.

- F. Instructors may post final exam and end of course grades provided student social security numbers are used, unless the student notifies each instructor five class days before the end of the quarter that he/she does not wish the grades posted.
- IV. The procedures established by the College providing access to student records:

A. Upon receipt of a written request from the student, the Registrar shall within forty-five (45) days:

1. Allow the student to inspect and review the permanent file and transcript.
2. Provide the student with copies of the material at a cost of \$.50 per page if the student so desires.
3. Interpret the records to the student.
4. Allow the student to challenge, in writing, the content of the files. Upon receipt of the challenge, the Registrar shall conduct a hearing at which time any materials found to be inappropriate or misleading will be corrected. The student shall also have the opportunity to insert into the file any written explanations he/she deems appropriate.

B. Student Directory Information includes the following:

1. Name, address and phone number
2. Date and place of birth
3. Program of study
4. Participation in officially recognized activities and sports
5. Weight, height, grade point average, number of hours enrolled during present and past quarters, and number of years of participation in sports prior to present season for members of intercollegiate athletic teams
6. Dates of attendance
7. Degrees and awards received



8. The most recent previous educational agency or institution attended by the student
9. Graduation honors

## STUDENT ORGANIZATIONS

Student clubs and organizations will plan activities and events in a manner which will not conflict with nor compete with pre-existing College sponsored activities and events **as to the sale of products, use of facilities, or scheduled dates.** Contact the Dean of Student Services for clearance.

### Argus

The purpose of the College of The Albemarle's literary magazine, the **Argus**, is to publish original material, prose, poetry, and artwork by students and faculty members; therein providing special recognition for the contributors from their peers and elevating the academic status of this campus among other colleges and in the community.

### Beacon

The **Beacon** is the yearbook of the College which endeavors to chronicle the activities, events, and emotions of the students that occurred during the school year. All students are invited to participate in the various aspects of the yearbook's production. (Students paying the activity fee for three quarters are entitled to receive a yearbook.)

### Cheerleaders

A pep squad is organized each year to provide cheers for the basketball team. The cheerleaders preside at all pep assemblies. Selection of the cheerleaders is made by a committee of the faculty. Every candidate must try out each year regardless of previous membership on the cheerleading squad and must not be on academic probation.

### Chorale

The College Chorale was organized in the 1964-65 school year. The Chorale sings at civic events and with the Albemarle Chorale Society. It plays a very important role in the development of the musical talents of COA's students.

## **Circle K**

The College of The Albemarle has a chartered Circle K Club which is sponsored by the Elizabeth City Kiwanis. All enrolled students are eligible for membership. Applicants are voted in by current members. The purposes of the club are to aid the school and community, build scholarship, and leadership through the process of working together. Circle K is a progressive and active chapter and all members are entitled to participate in district and statewide conventions and are invited to attend Kiwanis meetings.

Each year Circle K awards a \$100 scholarship to a member who has shown need and worthiness through his scholarship and leadership in connection with the College. The scholarship is to be used for part of the student's tuition for his second year at the College of The Albemarle.

## **Class Organizations**

The freshman class elects its officers in the fall of the year, and they organize meetings and activities throughout the year. The Student Senate officers serve as sophomore class officers.

## **Cosmetology Club**

The Cosmetology Club was primarily organized to motivate interest in the professional field of cosmetology, to promote unity among its members, patrons, and faculty, and to provide an understanding of the laws and civic responsibilities involved. Among the important contributions and objectives they pursue is the promotion of fund-raising activities which is dedicated to the College building fund.

## **Freshman ADN**

Each year the freshman Associate Degree Nursing students elect officers for the purposes of organizing meetings and activities throughout the year and creating a more cooperative atmosphere for working together in the College community.

## **Language Clubs**

Students who are studying either French or Spanish have organized clubs which strive to give members greater knowledge and appreciation of the French and Spanish speaking countries, their culture and their

language. Meetings are held periodically and persons from the community are welcome to attend and to join the clubs.

### **Old Salt**

The **Old Salt** is the student newspaper. Its purpose is to inform students about relevant events involving COA, the community, and other institutions

### **Phi Beta Lambda**

Phi Beta Lambda is a national business organization with membership open to all students from any of the business curricula from the College of The Albemarle.

The Mu Sigma Chapter of Phi Beta Lambda was organized at College of The Albemarle in 1965. The purposes of Phi Beta Lambda are to develop competent business ideas, to develop the character of young men and women, and strengthen their confidence in themselves and their work through participation in projects both at College of The Albemarle and in their communities.

### **Phi Theta Kappa**

This is a national scholastic fraternity which holds the same status in the community college that the Phi Beta Kappa holds in the four-year college. The Nu Nu Chapter of the Phi Theta Kappa was organized at the College of The Albemarle in April, 1964. Membership is chosen on the basis of high scholastic standing, character, leadership, and service on the campus.

### **PNE Club**

The Practical Nursing Education students elect officers annually to motivate interest in the professional field of nursing, to initiate unity among the students and faculty, and to promote fund raising activities for social events.

### **Satyrs**

The Satyrs, COA's dramatics club, was organized for the purpose of gaining knowledge of the theatre arts and presenting dramatic selections during the academic year. It is the aim of the club to raise the level of the critical evaluation of dramatic literature within the organization and the community and to achieve excellence in interpretation.

## **Student Senate**

All students who pay the student activity fee are members. They practice reasonable citizenship by participating in a program of self-government. Officers are elected each year and each club organization is represented in the Student Senate. The objective of this governing body is to regulate all matters of the student community that do not fall under the immediate jurisdiction of the administration and faculty.

## **Tec Club**

The membership of the Tec Club is made up of students in the Technical-Vocational Division of the College of The Albemarle. The purposes of the club are to promote unity among its members, and to motivate interest in occupational education.

## **Varsity Club**

The Varsity Club awards monograms to those who have revealed marked ability in athletic events. The object of the club is to encourage sportsmanship, as well as the intellectual and physical development of its members.

## **Intramural Activities**

COA's intramural program offers an opportunity for play to all who want to participate. Its activities are adapted to times available for the maximum participation and are selected so that they do not require long periods of practice to get teams or individuals into condition.

The intramural activities at COA are soccer, basketball, volleyball, bowling, track and field, softball, table tennis (singles and doubles), golf, flag football, archery, and the annual Cross Country Run.

## **Intercollegiate Athletics**

College of The Albemarle is affiliated with the Cavalier-Tar Heel Athletic Conference. Basketball for both men and women, baseball, and tennis are the four intercollegiate sports.

# CONSTITUTION of the STUDENT SENATE

## Preamble

We, the students of the College of The Albemarle, with full understanding of the vast responsibility we have acquired, do hereby acknowledge the following constitution as the basis for the fulfillment of our duties and obligations as representatives of the student body of the College of The Albemarle. It is with a single purpose, to contribute to the well-being of this institution, that we present this constitution.

## Article I - Name

Student representatives elected by fellow students who are enrolled at the College of The Albemarle and have paid the student activity fee, shall constitute a student governing body known as the Student Senate.

## Article II - Membership

The Student Senate shall be composed of the following eight Executive Council members, a Senator from each club or organization recognized by the Student Senate, eight freshman class Senators (comprised of the thress freshman class executive office Senators and five freshman class Senators appointed by the freshman Executive Council pending a two-thirds (2/3) majority vote by the Student Senate.) Any club granted a charter shall elect one (1) Senator. Also, two (2) Senators shall be elected from the Vocational Department and two (2) Senators-at-Large to be elected from the student body during freshman class elections

## Article III - Purpose

The purpose of the Student Senate of the College shall be to promote good citizenship throughout the College and to plan and initiate the activities for the student body. It shall be the purpose of this organization, also, to stimulate interest in college life both on the campus and in the community.

## Article IV - Meetings

Meetings of the Student Senate may be called by the President at any time or upon request of the student body or by two-thirds of the Senators. The number of meetings is not hereby specified; however, they shall be in accordance so as not to conflict with any Senator's class schedule. The President shall specify at the beginning of each term the time, place, and date of regularly scheduled meetings. The Student Senate meetings shall be open to all students. Those members of the student body attending Student Senate as guests shall be allowed to participate in discussions of business before the council, but they shall not have the power to vote in the Student Senate. The President shall have the authority to ask guests to leave the room at the time votes are cast. Groups wishing to present business before the Student Senate shall present a written notice of their business to the President and parliamentarian not later than one week prior to the meeting they wish to attend. The Parliamentarian will at the conclusion of each meeting announce the agenda for the next meeting.

## Article V - Officers

### Section 1. Executive Council

The officers of the Student Senate shall be as follows: President, Vice-President, Secretary, Treasurer, Historian, Sergeant-at-Arms, and Parliamentarian, and a Senator, who will not have voting power, to be appointed by and from the Student Senate.

### Section 2. Qualifications for all Executive Council Officers

In order for a student to hold an office in the Student Senate he must have attained a 2.0 overall quality point average when nominated, and he must maintain it during his tenure. He must have earned 42 hours credit by the fall quarter of the academic year for which he is elected. An officer in the Student Senate may not hold the office of President of any club or the editorship of any College publication. Any specific qualifications for each office will be listed in Article V, Sections 3 and 4.

### Section 3. General Duties

The general duties of the Executive Council Senators shall be as follows:

- (a) Expected to attend all Senate sponsored events. (Article X, Section 4 applies)

- (b) Expected to function in an ex-officio capacity in assisting the new Executive Council Officers in May of each year.
- (c) Expected to exhibit exceptional pride and responsibility to the position that he holds.

#### Section 4. Specific Duties

The specific duties of the Executive Council Senators shall be as follows:

- (a) President - It shall be the duty of the President to preside at all meetings of the Student Senate, and to appoint various committees to insure cooperation between the student body and the Student Senate. Also, it shall be the duty of the President to present, on the second meeting after quarter break, a summary of the previous quarters business to the student body with a copy to be given to each student Senator present.
- (b) Vice-President - It shall be the duty of the Vice-President to preside at all meetings in the absence of the President, and to supervise all elections. He shall preside over the freshman class until such time as the freshman executive officers are elected.
- (c) Secretary - It shall be the duty of the Secretary to attend all meetings and to keep accurate minutes. He shall serve as Recording Secretary and Corresponding Secretary. It shall also be the duty of the Secretary to aid the President in preparing the quarterly summary, and he must have sufficient typing skills to type forty (40) words per minute.
- (d) Treasurer - It shall be the duty of the Treasurer to keep accurate financial records, and to handle with the assistance of the Senate Advisor all financial affairs concerning the Student Senate. He shall also make a quarterly financial report at the second meeting of the new quarter. He shall be assisted by the Finance Committee.
- (e) Historian - It shall be the duty of the Historian to keep an accurate record of the history of the College of The Albemarle. The Historian shall serve as Chairperson of the Publicity and Calendar Committees.
- (f) Sergeant-at-Arms - It shall be the duty of the Sergeant-at-Arms to keep order at all meetings and Senate sponsored events.
- (g) Parliamentarian - It shall be the duty of the Parliamentarian to maintain parliamentary order at the Student Senate meetings. It shall be his duty

to set the agenda of the meetings of the Student Senate. It shall be his responsibility to have a workable knowledge of Robert's Rules of Order. He shall also be responsible for holding a parliamentary procedure workshop twice yearly.

- (h) Executive Council Senator - One Senator from the Student Senate shall be appointed by his peers, excluding the Executive Council, who will be required to attend all Executive Council meetings and report to the Student Senate on business conducted at Executive Council meetings. The Executive Council Senator shall not have voting power in the Executive Council meetings.

#### Section 5. Qualifications for Freshman Class Officers

Freshman class officers must have a 2.0 overall quality point average after the fall quarter. These officers cannot hold the office of any club or the editorship of any College publication while in office.

#### Section 6. Election of Club Senators

The chartered clubs and organizations shall elect their respective club Senator during the last week in April for the following academic year. At this time their predecessors shall relinquish their office of Senator. An alternate club Senator will be appointed by October 15, of the following academic year, by the club advisor. His name will be then entered onto the Student Senate roll. By October 15 of the following year Vocational Senators and alternates must be elected and appointed respectively.

### Article VI - Oath of Office

Before entering upon their duties all Executive Council members shall at their first meeting in May, take the following oath in unison in the presence of the departing Executive Council members.

"I **Name** pledge to every citizen of this College to use all my powers to strengthen and uphold the principles and ideals of student government at College of The Albemarle."

### Article VII - Committees

Section 1. The chairperson of the standing committees shall be appointed from the elected Student Senators by the President with approval of the Senate. The committee members are appointed by the chairperson of each committee.



Section 2. Members of standing committees shall be appointed by the end of October after the freshman class elections. Each standing committee shall immediately upon its appointment hold a meeting to outline its program of work for the year. Minutes of these meetings shall be presented to the President not later than the second week in January.

Section 3. The standing committees and their duties shall be:

- (a) House and Grounds Committee: It shall be the responsibility of the House and Grounds Committee to present ways and means of improving the building and grounds to the best interest of the student body and the school. It shall be the duty, also, of the House and Grounds Committee to execute the improvements approved by the Student Senate and the Senate advisor. The Executive Council Senator shall act as chairperson.
- (b) Election Committee: The Election Committee shall have charge of all Student Senate elections. The Vice-President shall automatically serve as Chairperson of the Election Committee. In the case that the Vice-President wishes to seek another office during the annual Student Senate elections, the President will automatically assume the Chairmanship of the Student Senate Elections. It shall be the duty of the Election Committee to prepare voting places and provide all necessary election materials. The Election Committee shall also be responsible for the counting of votes, in cooperation with the Senate advisor. Each candidate shall have the privilege of sending one representative to witness the counting of the votes. Further regulations for the conduct of elections may be made by the Election Committee with the advice and consent of the Student Senate. Nominees for office shall not participate on the Election Committee during elections in which they are candidates. In the event during the counting of ballots for any election there appears an illegible ballot, it shall be considered void.
- (c) Calendar Committee: The Calendar Committee shall be responsible for the student bulletin boards and for preparing a monthly calendar to be displayed on the bulletin boards. The Historian shall serve as Chairperson.
- (d) Publicity Committee: The Publicity Committee shall be responsible for the release of all publicity pertaining to the Student Senate. The Chairperson shall work in conjunction with the Public Information Officer. The Historian shall serve as Chairperson.

- (e) Finance Committee: The Finance Committee shall aid the Treasurer in the preparation of the student activity fee budget for presentation to the Student Senate. This committee shall also lend assistance to the Treasurer in any manner which the Student Senate deems advisable. The Treasurer shall serve as Chairperson.
- (f) Executive Committee: The Executive Committee shall consist of the President, Vice-President, Secretary, Historian, Treasurer, Sergeant-at-Arms, and the Student Senator. The Executive Committee shall act as the steering committee of the Senate.

#### Article VIII - Temporary Appointments

Various committees, monitors, and other officers necessary for only a short period of time shall be nominated by the President of the Student Senate and approved by the Student Senate. Such appointments may be elected from self-nominations of the student body.

#### Article IX - Elections

##### Section 1. Annual Student Senate Elections

The annual Student Senate elections shall be held no later than the second week of April or the first week after the Easter holiday. Individuals who meet the eligibility requirements set forth under Article V, Section 2, may become candidates for office by the following methods.

- (a) By self nomination in writing to the President of the Student Senate.
- (b) By nomination from the floor during a general assembly.
- (c) Any Executive Council office left vacant after April elections shall be filled by elections among the Student Senators.

The records of candidates for office shall be reviewed by the Senate advisor prior to the nominee being accepted as a candidate for office. The incoming Student Senate officers shall take office May 1 of each year.

##### Section 2. Procedures of Elections

- (a) There shall be one college convocation at which each candidate shall present a campaign speech stating his objectives. The length of the convocation shall be limited to a total of fifty minutes and each nominee shall receive a total of three minutes.

- (b) Nominations shall be posted on the student bulletin boards at least one week prior to the date of election.
- (c) For each election, a polling place, the time, and the date shall be agreed upon by the Student Senate and shall be announced not later than one week prior to the date of election.
- (d) The Election Committee shall hold at the polls an alphabetical list of eligible voters who have paid the student activity fee for the spring quarter. The name of each voter shall be checked as he receives his ballot. It shall not be necessary for the ballots to be signed. No ballot shall be numbered.
- (e) No one shall assist or advise the voter in completing the ballot except the election managers, who may only explain the rules of the election.
- (f) A locked ballot box shall be used for all secret ballot elections. The Senate advisor shall be the custodian of the keys to the ballot box.
- (g) The candidate receiving a simple majority shall be named the winner of the election. In the event of a tie, a second election between all candidates concerned shall be held to determine a winner.
- (h) All ballots shall be kept for a minimum of two (2) weeks.

### Section 3. Procedure of Replacement

- (a) In the event the President, after being elected, cannot serve his term, the Vice-President shall become the President and another Vice-President who has been an elected Senator, shall be elected by the Student Senate.
- (b) Any other vacancy created in the Executive Council shall be filled by the Senate's electing among themselves one to occupy the position.
- (c) Procedure of electing a missing representative shall be by Senate electing among the students a replacement Senator.

### Section 4. Class Elections

- (a) The officers of the Student Senate shall be considered the officers of the sophomore class and shall be invested with the powers to perform the duties normally applied to the officers of the sophomore class.

The officers of the freshman class shall consist of a President, Vice-President, and a Secretary-Treasurer. The class officers and five freshman Senators shall represent their class in the Student Senate and shall conduct the meetings and direct the activities pertaining to the freshman class. Election of freshman class officers shall be held in October of the fall quarter. Nominations will be the second week of October and campaign speeches will be made the following week. Elections will take place the fourth week of October and the officers will be elected by the freshman class. The two Senators-at-Large will be elected during freshman elections.

## Article X - Student Senate

### Section 1. Voting Powers

The Student Senate shall be composed of the following: seven Executive Council Senators, one Senator from each of the chartered clubs, and eight freshman class Senators (comprised of three executive freshman class officers and five freshman class Senators) and two Senators-at-Large. Only the members named herein shall have the power to vote. Standing committee members shall attend Senate meetings, however, they shall not vote (with the exception of the Chairpersons who shall be elected Senators.)

### Section 2. Meetings

- (a) A quorum shall consist of a majority of the Student Senate membership.
- (b) All student Senate meetings shall be conducted according to parliamentary procedure as outlined in Robert's Rules of Order.

### Section 3. Powers

All legislative powers and duties shall be vested in the Student Senate. The Student Senate shall have the following powers:

- (a) Recommend a student activity fee to the administrative officers of the College.
- (b) Appropriation of funds for
  - 1. student publications
  - 2. all agencies of the Student Senate

3. all extra-curricular activities as it shall deem compatible with the general welfare of the student body, provided all funds not expended during the fiscal year shall revert to the student activity fund.
- (c) Approval or rejection of all appointments made by the President of the Student Senate by a majority vote.
  - (d) Make all laws governing the conduct of all student elections.
  - (e) Impeachment and removal from office of any elected student official, who has the right of appeal to the President of the College.
  - (f) Replacement of any appointed officer, or committee, or staff member who does not fulfill the duties of his office.
  - (g) Require reports, financial and otherwise, from all chartered clubs and organizations, not to exceed one per month.
  - (h) Make all laws necessary and proper to promote the general welfare of the student body not inconsistent with State Statutes and Board of Trustees Policy.
  - (i) Grant Charters to clubs.
  - (j) The Student Senate is charged with the responsibility of reviewing activities of each club or organization periodically. This evaluation shall be made in terms of the organization's stated objectives. If a club or organization is not meeting its objectives, the Student Senate shall have the right to revoke the group's charter. The club or organization has the right to appeal to the Student Affairs Committee.

#### Section 4. Absences

Attendance at Student Senate meetings is required; however, if a student realizes he will be unable to attend a specified meeting, he is required to present a written excuse to the President of the Student Senate three days prior to his absence. If a student wishes to appoint another to attend for him, his appointment's name must be included on the written excuse. In case that the appointment does not attend, the absence will be credited to the appointee. This will hold true for all Senate members. If by unforeseen circumstances, a student is unable to attend a specified meeting, the written excuse is due within three days after his absence.

Any Senator absent for three (3) meetings without a written excuse will be dismissed automatically. It shall be the duty of the Student Senate to inform the club or organization's advisor of the Senator's dismissal in writing, within one day after the third absence. The Senate shall have the authority to require the sponsoring club or publication to elect another representative. If the organization does not comply with the terms of representation set forth in Article X, Section 4, the club or publication is subject to revocation of their charter and all funds in organization's treasury shall revert to the student activity fund. In addition, their constitution will be considered null and void.

#### Article XI - Amendments

Amendments to the Constitution may be proposed by members of the Student Senate or by ten members of the student body. If the proposed amendment is approved by a two-thirds vote of the Student Senate, the amendment shall be ratified.

#### Article XII - Publications

##### Section 1. Election of Publication Editors

Election of the publication editors shall be as follows:

- (a) The respective publication advisors shall nominate the editors.
- (b) The editors must have maintained a 2.0 overall quality point average.

##### Section 2. Responsibility of Editors

The editors shall be in complete charge of their respective publications with advice and consent of their respective faculty advisors. Progress reports shall be made to the Student Senate as deemed necessary by the President.

##### Section 3. Responsibility of Business Managers

The business managers shall be responsible for the solicitation for all advertisements and other funds for their respective publications in consultation with the President of the College.

#### Article XIII - Procedures for the Formation of New Clubs or Organizations

Individuals who wish to form a club or organization should select temporary officers who would help develop the constitution and by-laws for the proposed group. After the temporary officers are elected, they should

consult with a faculty member or member of the administrative staff who has the competence and interest to serve as advisor for the activity and request his services as advisor.

This group should then formulate a proposed constitution and by-laws which would include as a minimum the following information:

1. Objectives of the organization. The objectives shall not be at variance to the College's objectives.
2. Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, creed, national origin, or financial means.
3. Affiliation (or non-affiliation) with groups outside the institution.
4. Proposed officers and their duties.
5. Dues, fees, assessments, etc.

After these preliminary steps have been taken, the temporary officers should present a petition to the Student Senate for a charter for the organization. The Student Senate may draw any criteria which it deems necessary for evaluating club petitions for charter.

## INDEX

ACADEMIC INFORMATION .....	13
Assignment of Counselors.....	5
Auditing Courses.....	7
Change of Address .....	13
Class Attendance .....	6
Computing Quality Point Average.....	8
Schedule Changes.....	6
System of Grading.....	7
Veterans Affairs .....	11
Withdrawal from College.....	7
ADMINISTRATIVE OFFICERS.....	1
ADVISORS TO STUDENT CLUBS AND PUBLICATIONS .....	4
CONSTITUTION OF STUDENT SENATE.....	31
EXECUTIVE COUNCIL-STUDENT SENATE.....	3
INTERCOLLEGIATE ATHLETICS.....	3
INTRAMURAL ATHLETICS.....	30
REGULATIONS OF THE COLLEGE .....	13-20
Bookstore .....	22
Bulletins.....	21
Cheating and Plagiarism .....	16
Class Rings .....	23
College Calendar .....	21
College Disciplinary Committee.....	13
Conduct and Dress .....	15
Convocation Attendance .....	19
Dismissal from the College .....	16
Elevator Use .....	19
Emergency Procedures.....	20
Financial Aid.....	23
Financial Obligations .....	19
Smoking .....	19
Social Events.....	22
Social Regulations.....	15
Student Activity Fee.....	19
Student I.D. Cards .....	22
Student Insurance.....	19



Student Lounges	22
Student Parking	17-18b
Telephone	22
Used Bookstore	22

STUDENT ORGANIZATIONS	27-31
-----------------------	-------

Argus	27
Beacon	27
Cheerleaders	27
Chorale	27
Circle K	28
Class Organizations	28
Cosmetology	28
Freshman ADN	28
Language Clubs	28
Old Salt	29
Phi Beta Lambda	29
Phi Theta Kappa	29
PNE Club	29
Satyrs	29
Student Senate	30
Tec Club	30
Varsity Club	30

STUDENT SERVICES STAFF AND COUNSELORS	2
---------------------------------------	---

